

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**URBAN PLANNER III/TRANSPORTATION  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs professional transportation planning and research work in the City of Asheville's Engineering Department and the Asheville Urban Area Metropolitan Planning Organization. Employee reports to the City Engineer.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs technical and professional transportation planning and research work with the Metropolitan Planning Organization Planning Work Program. Work involves administration of the Asheville Urban Area Metropolitan Planning Organization Planning Work Program. Employee also provides technical assistance to the general public, organizations and elected officials regarding transportation-related matters on the North Carolina Department of Transportation Road System and the City of Asheville Road System. Employee is staff to the Transportation Advisory Committee, the Technical Coordinating Committee and the Transportation Advisory Group, and prepares recommendations pertaining to transportation matters to the seven local city/town/county jurisdictions, state and federal officials. Employee researches and prepares technical transportation reports as they relate to such areas as land use, environmental and economic impact, etc. Tact and courtesy must be exercised in frequent contacts with municipal, North Carolina Department of Transportation and Federal Highway Administration officials, and private citizens. Work is performed with limited supervision and is evaluated through annual reviews.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Prepares an annual Planning Work Program and associated budget and manages it's implementation throughout the year.

Prepares an annual Priority Needs List for transportation project requests for the urban area and conducts a public hearing.

Prepares an annual Transportation Improvement Program for the urban area and conducts a public hearing.

Conducts monthly meetings of the Transportation Advisory Committee, the Technical Coordinating Committee and the Transportation Advisory Group.

Prepares paperwork on existing state and federal grants; compiles information for and assists in the preparation of grant proposals upon request.

Meets as requested with various neighborhood and community groups on transportation matters.

## **URBAN PLANNER III/TRANSPORTATION**

Prepares an annual Priority Needs List for transportation project requests for the urban area and conducts a public hearing to solicit public input on this document.

Prepares an annual Transportation Improvement Program for the urban area and conducts a public hearing to solicit public input on this document.

Prepares documentation on existing North Carolina Department of Transportation and Federal Highway Administration grants; compiles information for and assists in the preparation of grant proposals upon request.

Assists Transportation Services Staff in Traffic Calming Program.

Conducts mechanical traffic counts and turning movement counts needed for transportation studies.

Administers Congestion Management Study for the MPO on an annual basis or as needed.

Gathers field data for annual Highway Performance Monitoring System.

Provides technical assistance to jurisdiction comprising the MPO on transportation projects and programs.

Answers inquiries regarding transportation planning functions.

Conducts corridor studies and thoroughfare plans as needed.

Prepares Long Range Transportation Plan in accordance with North Carolina Department of Transportation and Federal Highway Administration Regulations.

Prepares charts, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens; prepares for meetings and public hearings to explain recommendations and planning proposals.

Coordinates special projects with City of Asheville department officials; provides technical assistance to local governments and homeowners; serves on planning teams.

Gives oral presentations before various community groups; attends conferences for professional development.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work assignments as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of transportation planning.

Specific knowledge of North Carolina Department of Transportation and Federal Highway Administration transportation programs, laws, grants and services pertinent to the transportation process.

Specific knowledge of the environmental, socioeconomic and transportation implications of the planning process.

Specific knowledge of research techniques and reporting methods.

Specific knowledge of the current literature, trends and developments in the field of transportation.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Ability to maintain and operate traffic forecasting models.

Skill in the use of geographic information systems.

## **URBAN PLANNER III/TRANSPORTATION**

Ability to organize and conduct complex transportation planning and research studies and to formulate substantive recommendations based on such studies.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Master's degree in transportation planning, urban planning, engineering or a related field and 2 to 4 years of related experience; may substitute education requirements with any equivalent combination of training and 4 to 6 years of experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENT**

AICP certification or the ability to obtain same within 2 years of date of hire.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people from diverse backgrounds, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Punctuality:** Ability to meet Federal Highway Administration, North Carolina Department of Transportation and City of Asheville deadlines for completion of plans, financial reporting and other required documentation of the planning process for the MPO.

Pay Grade 21  
Exempt